

695001/18/00

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: PLANS EXAMINER**

**DEFINITION**

Under general supervision, to perform professional and technical level work which involves the checking and reviewing of plans for tracts, multi-unit residential, and commercial/industrial building projects for compliance with established codes, ordinances, and other applicable regulations; to provide information and assistance at the public counter to architects, engineers, contractors, homeowners, the general public, and others; and to perform related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the Development Services Representative in that incumbents have regular responsibility for handling complex or unusual requirements for residential and other structures, and have regular responsibility for examining and reviewing plans and specifications for residential tracts, multi-unit residential, and commercial industrial buildings that require further investigation, study, and resolution, and are not typically handled at the Development Services Representative. This class is further distinguished from the Senior Plan Examiner by the responsibility of the senior level for the supervision, training, and evaluation of plan check and permit issuance staff.

**REPORTS TO:** Higher level plan check staff, as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level plan check staff, as assigned.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Examine and review plans and specifications submitted for residential tracts, multi-unit residential and commercial industrial buildings for compliance with codes, ordinances, and other applicable regulations.
- Review plans and calculations to ensure appropriate use of materials and construction installations.
- Perform field inspection and assist field inspectors and other staff with complex or unusual requirements for residential and other structures.
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- Prepare and maintain files, reports, and records of activities and procedures.
- Assist at the public counter in calculating fees, issuing permits, and dispensing general and technical information.
- Answer questions from homeowners, architects, engineers, contractors, and the general public regarding the City's policies and procedures, related codes, ordinances and regulations.
- Coordinate with other City departments, divisions, and outside regulatory agencies.

## QUALIFICATIONS

### Knowledge of:

- Basic engineering principles.
- Building requirements in the areas of plumbing, mechanical, electrical, energy conservation, and disabled access, as defined in federal, state, and municipal laws, regulations, and codes.
- Permit issuance process, including fee calculations, contractor license laws, and related statutes.
- Advanced concepts in construction methods and materials.
- Personal computer operation and relevant software applications.

### Ability to:

- Accurately interpret, explain to the public, and make decisions in accordance with building code requirements as defined in laws, regulations, codes, and policies.
- Issue permits and perform plan review of unusual and/or complex construction projects.
- Read plans and identify violations of the model codes.
- Communicate clearly and concisely, orally and in writing.
- Establish effective working relationships with those contacted in the course of work.
- Operate a personal computer and applicable software.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's degree from an accredited college or university with major work in architecture or a closely related field, OR ICBO certification as a Plans Examiner, OR Building Inspector.

Experience: One year of experience in processing building construction plans OR three years of progressively responsible experience in architecture, drafting building structures, and working with plans and specifications related to meeting codes, ordinances and regulations; OR three years of experience as a Building Inspector for a public agency.

**MEDICAL CATEGORY:** Group 1

### NECESSARY SPECIAL REQUIREMENTS

Possession of an International Conference of Building Officials (ICBO) Certification as a Plans Examiner or Building Inspector is highly desirable.

Possession of, or ability to obtain, a Class C California Motor Vehicle Operators License.

### CAREER ADVANCEMENT OPPORTUNITIES

**FROM:** Plans Examiner

**TO:** Plan Check Engineer

